



Job Description

Research Facilitator (BEAMS School)

Grade: 8
Full time (1.0 FTE)

Department: Office of the Vice Provost (Research)

Location: Office of the Vice-Provost (Research), Engineering Sciences Faculty Office

Reports to

Senior School Research Facilitator (BEAMS)

Introduction

An exciting opportunity for a BEAMS School Research Facilitator has become available within the UCL Office of the Vice-Provost (Research). The postholder will play a key role in the development and funding of world-class research activity in the areas of built environment, physical science and engineering. In the context of a rapidly changing research funding policy context, both nationally and internationally, the postholder will play a key role in developing UCL's response to major funding streams, such as Industrial Strategy Challenge Fund (ISCF) and Global Challenges Research Fund (GCRF).

The post is likely to appeal to candidates with experience of working in a research-intensive organisation and/or within a research funding organisation. Candidates will have outstanding team working and interpersonal skills, creativity and initiative in identifying new opportunities for the School, and experience of successful project management.

The post is available to start immediately on a full time (1.0 FTE) basis.

Location & working environment

UCL is London's leading comprehensive research-intensive university, with more than 11,000 staff

and 40,000 students from 150 different countries. Founded in 1826, in the heart of London, UCL was the first university in England to welcome students of any class or religion, and the first to welcome women on equal terms with men. Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities. Our central campus is close to many world-renowned museums and galleries, and within easy reach of all London mainline stations.

The UCL BEAMS School comprises Faculties of Built Environment, Engineering Sciences, and Mathematical & Physical Sciences. It is home to some 800 academics, a similar number of research staff, and some 2000 post-graduate research students. Supported by a grant funding portfolio of nearly £500M, the School's research spans a broad range from fundamental research into quantum technologies, space science and exoplanet research, and investigations into the chemical origins of life, to the development of integrated transport solutions, energy policy, and advanced architectural design.

Part of the UCL's Office for the Vice-Provost (Research), but embedded physically within the BEAMS School, the BEAMS Research Coordination Office (RCO) is an integrated team of professional research facilitators and coordinators. Working closely with academics and researchers across the School, they play a key role in securing funding to support a range of world-class research and research training activities from individual

fellowships to major cross-disciplinary research programmes and centres for doctoral training.

Further details about the Office of the Vice-Provost (Research) are available at www.ucl.ac.uk/research

Main purpose of the job

The postholder's primary role will be to support the development of research funding across the School. Working closely with other members of the RCO, the postholder will help manage the School's relationship with key funders and sponsors. The successful applicant will also work closely with Vice-Deans (Research) of the three Faculties and Departmental Research Directors to develop successful strategies for research and research training activity, and for maintaining the School's underpinning research infrastructure.

Duties and responsibilities

The key responsibilities of the postholder are as follows:

Internal:

- To identify funding opportunities for research, research training and research infrastructure relevant to the BEAMS School, and to alert the research community to these.
- To identify suitable academic leaders for responses to funding opportunities and help build multidisciplinary teams around them.
- To assist academics with the preparation and completion of aspects of grant applications, as appropriate, and support the submission of successful, high-quality research proposals.
- To organise and participate in practice interviews for applicants, teams and fellowship candidates.
- To organise and deliver seminars and briefings to BEAMS School researchers on relevant topics including aspects of grant writing, new funding schemes, and funding policy changes.
- To organise and facilitate collaborative and partnership building events around multi-disciplinary research themes and challenges,

relevant to current and future funding opportunities.

- To support and contribute to the maintenance of the BEAMS RCO website, using this as a means to communicate to the BEAMS research community.
- To support and contribute to a regular BEAMS research funding newsletter, and other hoc communications as necessary, to disseminate key funding opportunities and policy changes of relevance to the BEAMS research community.
- To maintain an awareness of UCL and funder policies regarding management of research awards and grants, and help support awareness of these among the BEAMS research community.

External:

- To provide high-quality analyses of UCL and national research and research funding trends relevant to the BEAMS School, to support the development of research strategy and activities.
- To support the development of new and existing links with external research funding organisations and potential research partners of relevance to the BEAMS School.
- To assist in supporting and arranging visits to UCL from key funding agencies.
- To assist in promoting BEAMS School research to funders, influencers and others, resulting in an increased national and international profile.

Other:

- Actively follow and promote UCL policies, including on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety regulations.
- Carry out other duties as are within the scope, spirit and purpose of the job as requested.

This role is based at UCL in London. There may be some travel required outside of London, for example, for funder events held externally.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will actively follow UCL policies including Equality, Diversity and Inclusion policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people

who share a relevant protected characteristic and people who do not share it.

Full terms and conditions, and information about benefits of working at UCL, are available on the UCL website.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Educated to postgraduate research degree level or equivalent level of knowledge of the research process.	E	A
Experience and knowledge of the major national and international funding agencies and research funding trends, of relevance, their policies, strategies, priorities and processes.	E	A/I
Knowledge and experience of developing or synthesising full research grant applications.	E	A/I
Demonstrable experience of representing an employer at internal and external meetings, and presenting to external audiences (e.g. funding agencies, partner organisations).	E	A/I
Experience of taking the lead in project management and implementation.	E	A/I
Previous experience of developing effective relationships with external agencies and internal staff to influence direction of research and develop, agree and implement systems and procedures to meet agreed priorities.	D	A/I
Skills and abilities		
Ability to understand and analyse research and training proposals in fields relevant to the BEAMS School and to offer constructive comments.	E	A/I
Strong analytical skills and a record of problem solving, especially as regards identifying opportunities for new research partnerships and activity.	E	A/I
Ability to bring together and/or maintain and develop a cross-disciplinary community around a research theme or funding initiative.	E	A/I
Excellent interpersonal and communication skills with a proven track record of communicating with a range of stakeholders from academia and commerce, at all levels of seniority.	E	A/I
Ability to work independently, managing and prioritising your own workload and working on multiple projects at the same time, whilst remaining a full and effective team member.	E	A/I
IT literate, with a least a basic knowledge of social media and website management.	E	A
Other		
Demonstrating a professional attitude towards colleagues, students and others at all times.	E	A/I
Maintaining a commitment to continuing professional development.	E	A/I
Maintaining a commitment to UCL's Equality, Diversity & Inclusion policies, and the ability to work harmoniously with colleagues of all cultures and backgrounds.	E	A/I